



Town of Chenango Work Session Agenda

Wednesday – January 5, 2022 @ 5:00 PM

PLEDGE OF ALLEGIANCE

OPEN FORUM

Guests shall speak in an orderly fashion. The speaker shall deliver their comments or concerns for a period of five timed minutes or less, in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

PUBLIC HEARINGS

None

PRESENTATIONS

None

ACTIONS TO TAKE

- Resolution to Approve Abstract #25



Resolution for
Abstract.25.docx

- Resolution to Approve Contract for AFSCME



Resolution to
Approve Contract for



AFSCME 2022
Health Insurance Co

DEPARTMENT HEAD REPORTS

2 nd Work Session	3 rd Work Session
Public Works – Greg Burden	Highway – Derin Kraack
 PUBLIC WORKS REPORTS FOR December	
Engineering – Alex Urda	Building Ordinance – Gavin Stiles
Assessor – John Endress	Engineering – Alex Urda
	Dog Control – Joel Troutman

RESOLUTION NO. _____

RESOLUTION APPROVING ABSTRACT NO. 25

The Town Board of the Town of Chenango, duly convened in the Town Work Session on, Wednesday, January 5, 2022, does hereby RESOLVE to pay the attached and incorporated herein Abstract of Bills.

Abstract 25, dated December 29, 2021

General Fund - Voucher Nos. 790-819; Check Nos. 4861-4885 totaling the sum of \$37,263.02.

Highway Fund - Voucher Nos. 311-319; Check Nos. 1649-1656, totaling the sum of \$1,501.19.

Water Fund - Voucher Nos. 251-260; Check Nos. 1649-1657 totaling the sum of \$10,904.18.

Sewer Fund/Sewer 12 - Voucher Nos. 380-395; Check Nos. 1955-1966 totaling the sum of \$22,371.79.

Special Districts/Street Lights – Voucher Nos. 30; Check Nos. 1160 totaling the sum of \$3,970.97.

Capital Projects/Sewer Consolidated – Voucher Nos. 15; Check Nos. 1057 totaling the sum of \$338.37.

WHEREAS, this resolution shall take effect immediately.

Offered by:

Seconded by:

Jo Anne Klenovic _____

Frank Carl _____

Gene Hulbert, Jr. _____

Jim DiMascio _____

Town of Chenango Seal

Dated: January 5, 2022

Lizanne Tiesi-Korinek

Town Clerk, Town of Chenango

TOWN OF CHENANGO

RESOLUTION AGREEING TO A TENTATIVE AGREEMENT BETWEEN THE TOWN OF CHENANGO AND AFSCME LOCAL 1912-B, COUNCIL 66 AFL-CIO

At a regular meeting of the Town Board of the Town of Chenango, held on the 5th day of January, 2022 at via Zoom Video Conference, the following resolution was offered and seconded:

WHEREAS, the Town of Chenango Highway Department has a collective bargaining unit organized under the AFSCME Local 1912-B, Council 66 AFL-CIO; and

WHEREAS, the Town of Chenango and the AFSCME Local 1912-B, Council 66 AFL-CIO, had a contract expiring on December 31, 2021 and entered into collective bargaining negotiations regarding a new Collective Bargaining Agreement (hereinafter "CBA") for the time frame of January 1, 2021 through December 31, 2024; and

WHEREAS, the Town of Chenango and the AFSCME Local 1912-B, Council 66 AFL-CIO have come to a Tentative Agreement regarding said CBA, said Tentative Agreement is attached hereto as Exhibit A; and

WHEREAS, the AFSCME Local 1912-B, Council 66 AFL-CIO have voted to agree to said Tentative Agreement on December 28, 2021; and

WHEREAS, this Board has carefully reviewed said Tentative Agreement and finds it in the best interest of the Town of Chenango to enter into the same.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Board of the Town of Chenango to enter into said Tentative Agreement between the Town of Chenango and the AFSCME Local 1912-B, Council 66 AFL-CIO; and

BE IT FURTHER RESOLVED, the Town Supervisor is authorized to execute any documentation needed to enter into said Tentative Agreement and subsequent complete memorialization of the Collective Bargaining Agreement; and

BE IT FURTHER RESOLVED that this resolution will take effect immediately.

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 5th day of January, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____

Councilperson Gene Hulbert Jr. _____

Councilperson Frank Carl _____

Councilperson Jim DiMascio _____

Town of Chenango Seal

Dated: January 5, 2022

Lizanne Tiesi-Korinek
Town Clerk of the Town of Chenango

PUBLIC WORKS REPORTS FOR DECEMBER 2021

- Repaired 4 curb boxes
- Water well drawdowns were done for December
- There were 11 after hour call outs for December
- Hauled milling from town land fill to cherry lane for water main break material
- Hauled wood chips out of the sewer plant to cherry lane/town landfill
- The pipe was removed from the creek below Wolfe park
- Parks department continues cleaning mowing equipment
- Lights in the garage has been changed out to LED
- Sink/Faucet has been changed out in the community room
- Electric out added behind TV in community room
- The Sewer project has gone out to bid.

Updates on Maplewood/Applewood:

Emergent Containment samples continued for Applewood well. As of 12/25/2021 we have had non-detect levels of 1-4 Dioxane and have stayed historically consistent on PFOA/PFOS.

Water department will continue to sample Town wells at a minimum of once a year if not quarterly. We will follow the recommendations from the Broome county Health Dept.

COMMITTEE REPORTS – 1st and 3rd Wednesday

Frank Carl

- Assessor Liaison
- Planning Board Liaison Alternate

Jim DiMascio

- Highway Department Liaison
- Zoning Board of Appeals Liaison

Gene Hulbert, Jr.

- Ordinance Department Liaison

Frank Carl-Interim

- Planning Board Liaison
- Public Works Liaison

Jo Anne Klenovic

- Safety & Security
- Insurance (Health/Property)
- Assessor Liaison Alternate
- Zoning Board of Appeals Liaison Alternate

Keegan Coughlin – Town Attorney

- Legal Updates

OLD BUSINESS

- Town Board Vacancy



Town Board
Vacancy Letters of Ir

- Review of Annual Resolutions

- 2022 Board Meetings Resolution



2022 Board
Meeting Resolution



2022 Board
Meetings.doc

- 2022 Annual Audit Resolution



Annual Audit -
2022.doc



2022 Audit
Contract.doc

- 2022 Appointing Officers & Salary Schedule Resolution



Appointing Officers
& Salary Schedule -

- 2022 Work Rules Resolution



2022 Work
Rules.doc

- 2022 Health Insurance Resolution



Health Insurance
Resolution 2022.doc



2022 Contract for
Bronze 4.pdf

RESOLUTION NO.

RESOLUTION SETTING 2022 TOWN BOARD MEETING DATES

The Town Board of the Town of Chenango, duly convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, this Town Board desires to publicize in advance its regular meetings for the year 2022, and also to set forth the rules of procedure and the order of business to be followed and meetings conducted, now, therefore, it is hereby

SECTION 2. RESOLVED, that the below listed dates shall be scheduled as and for the regular meeting dates for the Town Board of the Town of Chenango for the year 2022, and, the same shall commence promptly at 7:00 PM.

January 5 th & 19 th (Wed)	July 6 th & 20 th (Wed)
February 2 nd & 16 th (Wed)	August 3 rd & 17 th (Wed)
March 2 nd & 16 th (Wed)	September 7 th & 21 st (Wed)
April 6 th & 20 th (Wed)	October 5 th & 19 th (Wed)
May 4 th & 18 th (Wed)	November 2 nd & 16 th (Wed)
June 1 st & 15 th (Wed)	December 7 th & 21 st (Wed)

The Town Board shall also meet in public session on Wednesdays of each month at 5:00 PM as per the attached calendar.

SECTION 3. RESOLVED, that the Order of Business for Regular Meetings shall be as listed herein:

1. Call to Order/Pledge of Allegiance
2. Approval of Minutes
3. Bid Openings
4. Public Hearings
 - (a) Members of the Town Board and members of the general public shall be permitted to ask questions of sponsor after recognition by chair. Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed minutes or less. The speaker shall deliver their comments or concerns regarding the Town of Chenango in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

5. Open Hearing, General Town Business

- (a) Guests shall speak in an orderly fashion and are limited to remarks of five (5) timed minutes or less. The speaker shall deliver their comments or concerns regarding the Town of Chenango in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

6. Town Board in Session without Public Participation

7. Communications – Town Clerk

8. Committee Reports/Communications – Town Board Members

9. Resolutions

10. Unfinished Business

11. Adjournment

SECTION 4. RESOLVED, that this Resolution shall take effect January 5, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

TOWN OF CHENANGO 2022 TOWN COUNCIL, PLANNING BOARD AND ZBA MEETINGS

TOWN BOARD FORMAL SESSION (1 st and 3 rd Wednesday @ 7:00 PM)	TOWN BOARD WORK SESSION (1 st , 2 nd , and 3 rd Wednesday @ 5:00 PM)	PLANNING BOARD (2 nd Monday @ 7:00 PM)	ZONING BOARD OF APPEALS (4 th Tuesday @ 7:00 PM)
January 5 th & 19 th	January 5 th , 12 th , 19 th	January 10 th	January 25 th
February 2 nd & 16 th	February 2 nd , 9 th , & 16 th	February 14 th	February 22 nd
March 2 nd & 16 th	March 2 nd , 9 th , & 16 th	March 14 th	March 22 nd
April 6 th & 20 th	April 6 th , 13 th , & 20 th	April 11 th	April 26 th
May 4 th & 18 th	May 4 th , 11 th , & 18 th	May 9 th	May 24 th Grievance Day 2:00-4:00 & 6:00-8:00 PM
June 1 st & 15 th	June 1 st , 8 th , & 15 th	June 13 th	June 28 th
July 6 th & 20 th	July 6 th , 13 th , & 20 th	July 11 th	July 26 th
August 3 rd & 17 th	August 3 rd , 10 th , & 17 th	August 8 th	August 23 rd
September 7 th & 21 st	September 7 th , 14 th , & 21 st	September 12 th	September 27 th
October 5 th & 19 th	October 5 th , 12 th , & 19 th	* TUESDAY * October 11 th	October 25 th
November 2 nd & 16 th	November 2 nd , 9 th , & 16 th Budget Hearing (11/9) 7pm Budget Vote (11/16) 7pm	November 14 th	November 29 th
December 7 th & 21 st	December 7 th , 14 th , 21 st , & *28 th *Re-Organization Meeting	December 12 th	December 27 th

*All dates are subject to change

*Please note changes to the normal schedule in **BOLD**

2022 TOWN MEETINGS & HOLIDAYS

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5			1	2	3	4	5		3	4	5	6	7	8	9
2	3	4	5	6	7	8		6	7	8	9	10	11	12	6	7	8	9	10	11	12	10	11	12	13	14	15	
9	10	11	12	13	14	15		13	14	15	16	17	18	19	13	14	15	16	17	18	19	17	18	19	20	21	22	
16	17	18	19	20	21	22		20	21	22	23	24	25	26	20	21	22	23	24	25	26	24	25	26	27	28	29	
23	24	25	26	27	28	29		27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																											
May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7		5	6	7	8	9	10	11	3	4	5	6	7	8	7	1	2	3	4	5	6	
8	9	10	11	12	13	14		12	13	14	15	16	17	18	10	11	12	13	14	15	14	15	16	17	18	19	20	
15	16	17	18	19	20	21		19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
22	23	24	25	26	27	28		26	27	28	29	30		24	25	26	27	28	29	30		28	29	30	31			
29	30	31												31														
September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
S	M	T	W	T	F	S		2	3	4	5	6	7	8	1	2	3	4	5		4	5	6	7	8	9	10	
4	5	6	7	8	9	10		9	10	11	12	13	14	15	6	7	8	9	10	11	11	12	13	14	15	16	17	
11	12	13	14	15	16	17		16	17	18	19	20	21	22	13	14	15	16	17	18	18	19	20	21	22	23	24	
18	19	20	21	22	23	24		23	24	25	26	27	28	29	20	21	22	23	24	25	25	26	27	28	29	30	31	
25	26	27	28	29	30			30	31						27	28	29	30				26	27	28	29	30	31	

CALENDAR KEY:

Town Board Meeting
Town Board Work Session

Planning Board Meeting
Zoning Board of Appeals Meeting

Holiday – Town Offices Closed

2022 BOARD MEMBERS

Town Council

Jo Anne Klenovic – Supervisor
Jim DiMascio – Deputy Supervisor
Frank Carl
Gene Hulbert

Planning Board (A8025.100)

Alan Blythe – Chairperson
Brian Donnelly
Jamie Szenher
Kevin Worden
Thomas Eldridge
Michael Boland – Alternate

Board of Assessment Review (A1355.120)

Peter Matwey
Scott Smith
Vincent Williams

Zoning Board of Appeals (A8010.100)

James Brewster – Chairperson
Aleta Kinne – Vice Chairperson
Melanie Pandich
Scott Smith
Jon White
Webb Sisson - Alternate

Ethics Board

Gene Hulbert Jr.
Michael Lumsden
Nancy Savory

RESOLUTION NO.

RESOLUTION FOR ANNUAL AUDIT

The Town Board of the Town of Chenango, duly convened in Regular Session January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, pursuant to Section 123 of the Town Law, the Town Board is obligated to perform an annual audit of the Town Officers and employees who receive or disburse monies during the fiscal year; now, therefore, it is hereby

SECTION 2. RESOLVED, that this Board has contracted with Michael Wolyniak, retired Auditor from the Office of the NYS Comptroller, to perform on behalf of the Board, the above-mentioned audit in 2022 at a cost of \$3,400.00; and, it is further

SECTION 3. RESOLVED, that this Resolution shall take effect January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

REVIEW ENGAGEMENT PROPOSAL

December 27, 2021

Supervisor JoAnne Klenovic and
Members of the Town Board
Town of Chenango
1529 NY Rt.12.
Binghamton, NY 13901

Dear Supervisor Klenovic and Board Members:

I am pleased to submit this proposal to perform an agreed upon procedures review for the Town of Chenango. My review will cover the financial records and reports of the town supervisor's office, the town's justice court, the town clerk's office and the water/sewer rents operations. Real property tax collections will not be reviewed since those duties are handled by Broome County.

In performing this review, I will be serving as a conduit for the Town Board in fulfilling its responsibility under Town Law, Section 123 (Annual Accounting and Examination of Records). My review will consist of inquiries of town personnel, review of pertinent records and performing procedures necessary to complete the checklists found in the appendices to the publication issued by the New York State Comptroller's Office entitled "Fiscal Oversight Responsibilities of the Governing Board" (This publication is available on the State Comptroller's website). Separate checklists will be completed for the supervisor's office, the town justice, the town clerk's office and water/sewer rents operations.

The agreed-upon procedures review is not an audit as contemplated by generally accepted government auditing standards, and should not be construed that I will become aware of all significant matters that would be disclosed in an audit. However, I will inform you of any material errors, irregularities or illegal acts of which I become aware during my review.

My fee for this review will be \$3,400.

I will be pleased to discuss this proposal with you at any time.

Sincerely,

Michael Wolyniak
900 Murray Hill Rd.
Vestal, NY 13850
Phone: (607) 798-7295

RESOLUTION NO.

RESOLUTION APPOINTING TOWN OF CHENANGO OFFICERS AND EMPLOYEES AND SETTING THE 2022 SALARY SCHEDULE

The Town Board of the Town of Chenango, duly convened in Regular Session January 5, 2022 does hereby RESOLVE as follows:

SECTION 1. Pursuant to and in accordance with the provisions of Sections 20, 24, 27, 42, 220, 267, and 272 of the Town Law, the following offices are hereby established and appointments are made thereto; and the following salary schedule for all officers, employees, and officials, elected and appointed, is hereby adopted.

<u>Office</u>	<u>Name</u>	<u>Salary</u>
Supervisor	Jo Anne W. Klenovic	\$ 23,982
Councilperson	Frank R. Carl	14,487
Councilperson	James H. DiMascio	14,487
Councilperson	Eugene H. Hulbert, Jr.	14,487
Councilperson	Vacant	14,487
Admin Assistant - Towns	Amy B. MacLeod	32,640
Town Clerk	Lizanne M. Tiesi-Korinek	43,504
Registrar of Vital Statistics	Lizanne M. Tiesi-Korinek	1,500
Deputy Town Clerk	Kathleen A. Rudy	30,107
Town Justice	Michael A. Fedish	26,000
Town Justice	Wendy H. Scott	26,000
Clerk to Justice	Kendra S. Maslin	35,978
Clerk to Justice	Rhiannon S. Kinter	28,403
Court Clerk – PT	Brenda L. Cantone	19.77/Hr
Highway Superintendent	Derin M. Kraack	63,360
Drainage Coordinator	Derin M. Kraack	8,000
Secretary to the Highway Supt.	Joyanne I. Kasmarcik	41,212
Safety Administrator	Joyanne I. Kasmarcik	700
Superintendent of Public Works	Gregory A. Burden	70,748
Account Clerk (Water/Sewer)	Meri-K Ritter	33,293
Sr. Clerk (Water/Tn Clerk Office)	Stephanie M. Shuba	28,866
Assessor	John M. Endress	38,189
Bldg & Code Inspect/Dept Head	Gavin R. Stiles	50,000
Building & Code Inspector	Vacant	
Assessor/Ordinance Asst.	Diane M. Aurelio	35,447
Sr. Clerk (Ordinance/Assessor)	Kari L. Strabo	28,866
Sr. Account Clerk/Bookkeeper	Julie A. Wyatt	40,981
Dog Control Officer	Joel E. Troutman	16,176
Town Historian	Barbara A. Eccleston	2,252
Cleaner	Tracy B. Croffutt	15,300
Crossing Guard	Brian T. Evans	13.01/Hr

<u>Office</u>	<u>Name</u>	<u>Salary</u>
Planning Board Chairperson	One Chairperson	75.00/Mtg
Planning Board	Four Members/One Alternate	55.00/Mtg
Zoning Board Chairperson	One Chairperson	75.00/Mtg
Zoning Board	Four Members/One Alternate	55.00/Mtg
Assessment Review Board	Four Members	32.75/Hr
Stenographer for Boards	One Stenographer/Board	50.00/Mtg

Mileage Reimbursement

According to IRS Guidelines

SECTION 2. RESOLVED, that all officers, employees and officials appointed herein above shall serve for a term as set forth in Section 24 of the Town Law; and all officers, officials and employees of the Town of Chenango shall be paid on a bi-weekly basis or as required; and, it is further

SECTION 3. RESOLVED, that the above officers, employees, and/or officials of the Town of Chenango shall be compensated as herein above provided, after the filing official undertakings and oaths of office as required by Section 25 of the Town Law; and, it is further

SECTION 4. RESOLVED, that this Resolution shall take effect January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

RESOLUTION NO.

RESOLUTION ESTABLISHING WORK RULES FOR 2022

The Town Board of the Town of Chenango, duly convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, this Board desires to adopt these Rules to set forth uniform terms and conditions of employment for employees and elected officials of the Town of Chenango except those covered by Collective Bargaining Agreements; now, therefore, it is hereby

SECTION 2. RESOLVED, that the following Rules are adopted:

PURPOSE

The purpose of these Rules is to ensure equitable treatment of employees and to provide uniformity in the matter of Work Rules and leave insofar as practicable and consistent with the efficient conduct of Town business.

APPLICABILITY

Except as otherwise expressly provided, the rules and fringe benefits provided hereafter shall apply to all eligible Town of Chenango full-time appointed and elected officials and employees.

If any provision of this document is, or shall at any time hereafter, be held contrary to law by a court of competent jurisdiction, then such a provision shall not be applicable, performed or enforced, except to the extent permitted by law.

If any provision of this document is, or shall at any time thereafter, be contrary to law, all remaining provisions shall continue in effect.

MEDICAL AND DENTAL

Medical and dental benefits will be available to all eligible full-time employees and full-time elected officials who have completed 30 days of employment with the employer. All full-time employees and full-time elected officials hired prior to January 1, 2016 shall pay 15% of the cost of their medical and dental coverage. Employees hired after January 1, 2016 or those requesting coverage they had previously waived shall pay 18% of the cost of their medical and dental coverage.

For eligible employees hired, newly elected after January 1, 2014 or those who had previously waived their right to coverage; should an employee's spouse or family member be eligible for medical and dental coverage through their own place of employment, the Town will not offer coverage to that spouse or family member. When an employee and spouse have coverage through their respective employers, the eligible dependents shall be covered by the person whose birthday occurs first during the calendar year.

In order to voluntarily waive his/her right to Town paid medical and dental coverage, the employee must (a) document proof of other coverage either by a copy of an insurance identification card or by a written statement from a plan administrator and (b) execute a Waiver of Participation form supplied by the employer.

Should an employee desire coverage in the future; such employee will be required to furnish Evidence of Insurability satisfactory to the Plan Administrator. No coverage will be effective until all required medical information is received and reviewed by the Plan Administrator. Notwithstanding the above, such coverage shall only be available to an employee: (1) during the annual open enrollment period or (2) upon proof of a change in family status as defined in the plan document.

ADDITIONAL BENEFITS

Eligible full-time employees and full-time elected officials, are granted the following benefits:

A. Coverage under New York Disability Insurance Plan.

B. Employees covered under these Rules are entitled to coverage under the Employees Retirement System of the State of New York and are provided with Career Retirement Plan benefits as provided under Section 75E, G, and I of the Retirement and Social Security Law of the State of New York.

~~B.C.~~ Provided with life insurance coverage that provides for the minimum payment of three times the officer's, official's, and/or employee's annual income, pursuant to Section 60 (b) of the Retirement and Social Security Law of the State of New York.

~~C.D.~~ Medical and dental coverage shall be offered to all eligible employees and officials of the Town of Chenango and their dependents where such employees retire from employment with the employer and have; with the exception that all part-time elected officials, appointed officials, and employees hired after January 1, 1978 who have no previous full-time service with the Town of Chenango will be entitled to coverage provided herein only if the employee retires under the retirement plan maintained by the employer and has twenty (20) years of service with the Town. The retiree will contribute at the percentage of the premium that they were eligible for at the time of retirement. All full-time and part-time elected officials and employees who were hired or elected after January 1, 1995 will have individual coverage at the contribution percentage of premium that the employee or official was eligible for at the time of retirement and the retiree will have the privilege of purchasing a family policy which will cost the retiree the difference between the Town providing for the individual coverage cost and the additional family coverage cost. Should the retiree predecease his/her spouse, said spouse may continue to purchase coverage at 100%.

WORK DAY

The standard work day for Town Hall staff shall be seven (7) hours per day with one (1) hour for lunch. The Secretary to the Highway Superintendent will work eight (8) hours per day with one half hour (½) for lunch. The standard work day for part-time elected officials shall be six (6) hours per day.

Compensatory time will only be granted under unusual circumstances with prior permission of the Town Supervisor upon recommendation of the Department Head. Employees are generally required to work the normal work schedule as assigned and are expected to spend the hours necessary for the successful completion of their assignments.

EMERGENCY CLOSING

It is the decision of the Town Supervisor to close Town offices (non-essential personal). In the event the Broome County issues a State of Emergency, Travel Advisory or Warning, Town offices may still be open and employees should report to work as usual. If an employee is unable to report to work, the employee must inform their Department Head, and the employee will be required to use personal or vacation time. If the decision to close Town offices is made, the Town Supervisor will notify Department Heads; and they, in turn, will notify their direct reports.

If Broome County issues a Travel Ban, offices will be closed while the ban is in effect. Once the ban is lifted, Town offices will reopen and employees should report to work unless otherwise directed by their Department Head. If an employee is unable to report to work, the employee must inform their Department Head and use personal or vacation time.

If the Town closes for any reason and an employee previously submitted a request to take vacation, sick or personal time, no time will be credited back.

SALARIES

Payment is made by direct deposit or check issued to each employee every other Wednesday. When Wednesday is a holiday, payment will be made on the working day immediately before.

SICK LEAVE

Full-time employees shall be allowed one (1) day of sick leave for each month of service. Employees shall start to earn sick leave from the date of hire and shall accumulate sick leave as long as they are employed by the Town of Chenango to a maximum of 165 days. No credit for sick leave shall be allowed unless the employee shall have been on full pay status for at least 50% of the working days of the calendar month. Sick leave with pay may be granted to an employee covered under these Rules when incapacitated or unable to perform the duties of their position by reason of sickness or injury. Sick leave may be used in other instances involving the employee's family; however, such determination shall be left to the discretion of the Town Supervisor or designee.

Employees shall, in accordance with Section 41 (J) of the New York State Employees Retirement System, be permitted to apply all of their accumulated unused sick leave credits to their retirement.

Should any period of absence for personal sickness exceed two (2) consecutive working days, including disability related to pregnancy which will be charged against accumulated sick leave credits, the Town Supervisor or designee may require such proof of illness as may be satisfactory or may require the employee to be examined by a physician. In the event of failure to submit proof of illness upon request, or in the event that upon such proof as is submitted or upon the report of medical examination, the Town Supervisor or designee finds there is no satisfactory evidence of illness sufficient to justify the employee's absence from the performance of his/her duties, such absence shall be considered as unauthorized leave and shall be grounds for disciplinary action and/or dismissal.

Any employee who resigns or retires will not be paid for any unused sick time. Similarly, the estate or beneficiary of a deceased employee will not be paid for any unused sick time. Any employee covered under this policy who is discharged for cause shall not be paid for any unused sick time.

If the Town closes for any reason and an employee previously submitted a request to take vacation, sick or personal time, no time will be credited back.

BEREAVEMENT LEAVE

In the event of the death of an immediate family member, an employee shall receive up to three (3) days bereavement leave to make household adjustments, arrangements or to attend funeral services. Immediate family shall include husband, wife, children, step-children, mother, father, step-mother, step-father, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, or daughter-in-law of the employee or any other relative who is an actual member of the employee's household. In the event of an additional death in the immediate family, three (3) additional days shall be allowed.

VACATION

All full-time employees shall be entitled to paid vacation based on the following schedule:

After one year in the NYS Retirement System – ten (10) work days
After ten years in the NYS Retirement System – fifteen (15) work days
After fifteen years in the NYS Retirement System – twenty (20) work days

Employees will receive their vacation entitlement on their anniversary date.

Vacation time shall be taken in one half ($\frac{1}{2}$) day increments. A maximum of two (2) weeks of vacation time may be carried over as of the anniversary date of employment.

Vacation shall be granted only at such time as the work of the department shall permit. Employees will provide two weeks' notice for more than two days of vacation. Department Heads shall notify the Town Supervisor of their individual vacation requests in advance.

So far as practicable, all earned vacation shall be taken prior to any transfer, but where not able to be taken, the employee shall receive any earned vacation in the department to which transferred.

Money for vacation due an employee who resigns or retires (including vacation earned/accrued in the anniversary year but not yet received) will be paid to the employee. Similarly, the estate or beneficiary of a deceased employee will be paid for any unused vacation time. Any employee covered under this policy who is discharged for cause shall not be paid for any vacation time.

Vacation time under this policy is not cumulative for any period when the employee is absent without pay.

New full-time employees may, with the approval of the Town Supervisor, be granted up to two weeks leave of absence without pay if they do not qualify for paid time off.

Exceptions to any provision of this policy may be granted only upon the explicit prior authorization of the Town Supervisor.

If the Town closes for any reason and an employee has previously submitted a request to take vacation, sick or personal time, no time will be credited back.

PERSONAL TIME

All full-time employees will be allowed a total of five (5) personal days each year. Employees shall not be required to provide a reason for personal leave, but shall give at least 24 hours' notice, except in an emergency situation. These five (5) personal days must be used in the year granted, and at least one hour of time must be taken.

Full-time employees hired after January 1, 2012 shall be entitled to personal day benefits as aforementioned except they will receive a total of three (3) personal days.

Any employee who resigns or retires will not be paid for any unused personal time. Similarly, the estate or beneficiary of a deceased employee will not be paid for any unused personal time. Any employee covered under this policy who is discharged for cause shall not be paid for any unused personal time.

If the Town closes for any reason and an employee previously submitted a request to take vacation, sick or personal time, no time will be credited back.

LEAVE OF ABSENCE WITHOUT PAY

A leave of absence request must be submitted for any absence over three (3) workdays not covered by paid time off. Any unpaid time for three (3) days or more must be approved by the Department Head or Town Supervisor, whichever is appropriate. All leaves in excess of thirty (30) days or more must be submitted in writing and approved by the Town Supervisor. No benefits shall accrue during a leave of thirty (30) days or more.

All medical leaves, regardless of duration shall be submitted in writing to the Department Head and the Town Supervisor or designee for final approval. Medical documentation must be provided before a medical leave will be approved. Leaves for extended illness shall not commence until all paid leave time is exhausted, except for leaves for Worker's Compensation, FMLA and any other applicable labor laws. Military leaves of absence shall be governed by applicable federal law.

FINANCIAL ASSISTANCE FOR EDUCATION

The employee must be full-time and have been employed by the Town of Chenango for at least four (4) years.

The employee will agree to continue employment with the Town of Chenango after finishing courses or acquiring a degree, for two (2) consecutive years. If for some reason the employee does not complete two (2) years of employment, dismissal or voluntarily leaving, he/she will be required to reimburse the Town at a rate of:

First six-month period	- 100%
Second six-month period	- 75%
Third six-month period	- 50%
Fourth six-month period	- 25%
Total two (2) years	

Only job-related courses are acceptable. All courses to be taken will require prior approval of the Town Board. The Board has the right to deny any and all courses.

A minimum grade of "C" is required to continue taking courses under this policy. All grades are to be recorded in employee's personnel file. It will be the employee's responsibility to furnish the Town with their grades. If the employee fails to do so, the Board has the right to discontinue financial assistance.

The Town agrees to pay for:

- A. Student Tuition
- B. Student Fee
- C. Health Fee
- D. Parking Fee

The Town agrees to issue a check for such items on confirmation of registration for the course. Books and miscellaneous needs will be the employee's responsibility.

The Town suggests that the employee apply for any and all available funding such as grants and scholarships and should also check with the Financial Aid Counselor at the school the employee will be attending.

Employees agree to reimburse the Town if they do not successfully complete courses. The Town has the right to discontinue this policy at any time.

EMPLOYEES ENGAGING IN OTHER TRANSACTIONS AND DUTIES

Department Heads and other management and supervisory personnel, employed on a full-time basis must inform the Town Supervisor of the nature and extent of the outside work so as to avoid any conflicts of interest.

LEAVE FOR SUBPOENAED APPEARANCES AND JURY ATTENDANCE

Upon proof of the necessity of jury service or the appearance as a witness pursuant to a subpoena or other order of a court or body, an employee shall be granted a leave with pay, with no charge against leave credits; provided, however, that this shall not apply to any absence of an employee occasioned by such appearance if he is a party to the proceedings.

ENTITLEMENT OF PART-TIME EMPLOYEES TO BENEFITS

All part-time employees hired prior to January 1, 2012 shall be entitled to the following benefits:

Vacation hours at one-half the number of hours of vacation credited to full-time employees.

A total of 17.5 hours of personal time each year. Employees shall not be required to provide a reason for personal leave, but must give at least 24 hours' notice, except in an emergency situation. These hours are non-cumulative, can only be used in the year granted, and shall be taken according to the part-time employee's normal work schedule in increments not less than ½ hour.

Sick leave at one-half the number of hours of sick leave credited to full-time employees.

Bereavement as aforementioned in the Rules and will be paid for the amount of time they would have ordinarily been scheduled.

Holidays as provided in the Rules except they will be paid one-half the number of hours provided to full-time employees. The employee shall not be paid for any hours in excess of their normal work schedule.

Part-time employees hired on or after January 1, 2012 shall not be entitled to any of the aforementioned benefits.

ENTITLEMENT OF PART-TIME EMPLOYEES AND PART-TIME ELECTED OFFICIALS TO MEDICAL AND DENTAL INSURANCE BENEFITS

Part-time employees hired after December 31, 1997 shall pay 50% of the cost of the total amount allocated for medical and dental benefits. Effective January 1, 2017, part-time elected officials shall not be eligible for any medical or dental insurance benefits.

ADDITIONAL BENEFITS

- A. Coverage under New York Disability Insurance Plan.
- B. Provided with Career Retirement Plan benefits as provided under Section 75E, G. and I of the Retirement and Social Security Law of the State of New York.
- C. Provided with life insurance coverage that provides for a minimum payment of three times the officer's, officials and/or employees annual income; pursuant to Section 60 (b) of the Retirement and Social Security Law of the State of New York.

Seasonal employees or appointed Board members shall not be entitled to any of the benefits described in Resolution 2 of the Work Rules above.

2022 HOLIDAY SCHEDULE

December 31 st (Friday)	New Year's Day (Observed)
January 17 th (Monday)	Martin Luther King, Jr. Day
February 21 st (Monday)	Presidents' Day
April 15 th (Friday)	Good Friday
May 30 th (Monday)	Memorial Day
June 20 th (Monday)	Juneteenth (Observed)
July 4 th (Monday)	Independence Day
September 5 th (Monday)	Labor Day
October 10 th (Monday)	Columbus Day
November 11 th (Friday)	Veterans Day
November 24 th (Thursday)	Thanksgiving Day
November 25 th (Friday)	Day After Thanksgiving
December 23 rd (Friday)	Christmas Eve (Observed)
December 26 th (Monday)	Christmas Day (Observed)
January 2nd (Monday)	New Year's Day (Observed)

SECTION 3. RESOLVED, that this Resolution shall take effect January 1, 2022.

Offered By:

Seconded By:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

RESOLUTION NO.

RESOLUTION AUTHORIZING EXECUTION OF CONTRACTS FOR EMPLOYEE MEDICAL AND DENTAL INSURANCE BENEFITS

The Town Board of the Town of Chenango, duly convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, this Town currently has contracts with Excellus BlueCross BlueShield, Central New York Southern Tier Region through the Finger Lakes Group, LLC as Broker providing medical and dental insurance benefits for its employees and retirees which expire on December 31, 2021 and

WHEREAS, this Board has carefully reviewed the terms and conditions of the proposed SimplyBlue Plus Bronze 4 health plan and the Dental Blue Options dental plan for the year 2022; now, therefore, it is hereby

SECTION 2. RESOLVED, that the Supervisor is hereby authorized to execute the above stated contracts for medical and dental insurance benefits with Excellus BlueCross BlueShield of Central New York Southern Tier Region through the Finger Lakes Group, LLC as Broker for the period January 1, 2022 through December 31, 2022 effective immediately.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:



Quote Effective: 01/01/2022 - 03/31/2022

Version Updated: 10/28/2021

Print Package: HIOS ID (Enrollment Code)	76124NY1000169-00 (SYA7)
Plan Name:	SimplyBlue Plus Bronze 4
Rating Region:	Syracuse
Rate	
For the Benefits described in the Agreement, the Plan will charge and Group will pay the following premium rates:	
Single	\$514.13
Subscriber & Spouse	\$1,028.25
Subscriber & Child(ren)	\$674.01
Family	\$1,465.26
Dependent Coverage To Age 26, Pediatric Dental Coverage Yes, Domestic Partner Coverage Yes, Family Planning Coverage Yes	
Rates quoted herein are subject to change due to our implementation of the provisions of the Federal Patient Protection and Affordable Care Act.	
The Sales Representative providing this quote is a New York State licensed insurance producer employed by Excellus Health Plan. The individual represents Excellus Health Plan in this transaction and will be compensated by Excellus Health Plan in part based on this sale.	
The amount of compensation is based on a number of factors, including the contract selected and the volume of sales. You may request information about the expected compensation from your Sales Representative.	
The NYS Department of Financial Services has approved our rate filing for quarterly community rates. All Rates will be considered to be on a 12 month period from the effective date of coverage unless otherwise instructed by Excellus Health Plan. The above rates are effective for the Initial Term of the Agreement. Rates for any Renewal Term will be provided to Group in a rate renewal notice.	
Please complete this section if you have selected a plan that does not include pediatric dental coverage.	
A) Have you obtained dental coverage, not offered by Excellus BCBS, that provides essential pediatric dental benefits through a NY State of Health certified dental plan?	
Yes ☐ No ☐	
B) If you answered "yes", please provide the name of the company issuing the essential pediatric dental coverage.	
If you change this dental coverage at any time, you must notify Excellus BCBS to confirm continued coverage of essential pediatric benefits.	
If you answered "no", please be aware the ACA requires essential pediatric dental coverage.	

Signature:

James W. Henderson

Title:

Supervisor

Date:

12-7-21

Group Name:

Total Employees:

Total Eligible:

Coverage Effective Date:

Broker:

SimplyBlue Plus Bronze 4		
+Colonoscopy	Preventive screenings covered in full	Covered at 100%, subject to the deductible
+Family Planning Services	Covered in Full	Covered at 100%, subject to the deductible
Physician Office Services	In-Network	Out-of-Network
Diagnostic office visits	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Telemedicine and Telehealth Services	Covered in Full, subject to deductible	Covered at 100%, subject to the deductible
Diagnostic x-rays	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Advanced Imaging Services	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Diagnostic laboratory and pathology	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Allergy tests	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Allergy injections	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Chemotherapy	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Radiation therapy	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Maternity Services	In-Network	Out-of-Network
Prenatal care	Covered in full (Cost share may apply to ultrasounds, lab work and sick visits)	Covered at 100%, subject to the deductible
Hospital care for mom (including delivery)	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Newborn nursery care	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Prescription Drug Coverage	In-Network	Out-of-Network
Diabetic drugs, insulin, and supplies	Covered at 100%, subject to the plan deductible. Preventive drugs are not subject to the deductible; they are subject to the applicable copay or coinsurance.	Not Covered
Inpatient Hospital Benefits	In-Network	Out-of-Network
Hospital benefits	Covered at 100% per admission for unlimited days, subject to the deductible	Covered at 100% per admission for unlimited days, subject to the deductible
Physician visits in the hospital	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Inpatient physical rehabilitation	Covered at 100% per 60 day stay per admission per contract year, subject to the deductible	Covered at 100% per 60 day stay per admission per contract year, subject to the deductible
Surgery	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Anesthesia	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Emergency Care	In-Network	Out-of-Network
Emergency room care	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Freestanding urgent care center	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Ambulance	Covered at 100%, subject to the deductible	Covered at 100%, subject to the deductible
Outpatient Hospital Benefits	In-Network	Out-of-Network

SimplyBlue Plus Bronze 4		
Accidental Dental - Outpatient Surgical	Covered at 100% for accidental injury to sound, natural teeth and for care due to congenital disease or anomaly, subject to the deductible	Covered at 100% for accidental injury to sound, natural teeth and for care due to congenital disease or anomaly, subject to the deductible

This is not a contract. It is intended to highlight the coverage of this program. Benefits are determined by the terms of the contract. All benefits are subject to medical necessity. All day and visit limits are combined limits for both in and out of network benefit. *Preventive Services coverage required by the Federal Patient Protection and Affordable Care Act are not quoted herein. Please refer to the United States Preventive Services Task Force list of items and services rated "A" or "B" that are covered pursuant to the Federal Patient Protection and Affordable Care Act requirements.

Excelsus BlueCross BlueShield is a nonprofit independent licensee of the Blue Cross Blue Shield Association

- 2022 Approving Engineering Contract Resolution



Approving
Engineering Contra



P00921 Urda
Contract 2022 12 09.

- 2022 Attendance Association of Towns Resolution



Attendance
Association of Town



2022 AOT.msg

- 2022 Attendance at Training Sessions Resolution



Attendance at
Training Sessions -

- 2022 Expenditures by Highway Superintendent Resolution



Expenditures by
Hwy Supr - 2022.doc

- 2022 Highway Law 284 Resolution



Highway Law 284 -
2022.doc



2022
Roadwork.docx



284 Agreement
form 2022.pdf

- 2022 Highway Superintendent to Purchase Equipment Resolution



Hwy Super to
Purchase Equipment

- 2022 Burial/Cemetery Rate



Resolution
Changing Cemetery



Cemetery pricing -
12.10.21.docx

- Resolution Approving Fireman



2022 Resolution
Approving Fireman.

NEW BUSINESS

- AOT 2022 Conference Attendance

RESOLUTION NO.

RESOLUTION APPROVING ENGINEERING CONTRACT

The Town Board of the Town of Chenango, duly convened in Regular Session January 5, 2022 does hereby RESOLVE as follows:

SECTION 1. WHEREAS, Alexander N. Urda, P.E., CPESC has proposed in writing to furnish services as Engineer for the Town for the year 2022. A copy of said proposal is attached and incorporated herein, and

WHEREAS, this Town Board desires to engage the services of Alexander N. Urda at an annual retainer not to exceed \$34,578.00 plus reimbursable expenses as agreed to; now, therefore, it is hereby

SECTION 2. RESOLVED, that the Supervisor is hereby authorized to execute an engineering services contract with Alexander N. Urda for the year 2022 at an amount not to exceed \$34,578.00 plus reimbursable expenses effective January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

December 9, 2021

Mrs. Jo Anne Klenovic, Town Supervisor
Town of Chenango
1529 NY Rt. 12
Binghamton, NY 13901

Re: Annual Contract Engineer for the Town 2022

Dear Mrs. Klenovic:

Urda Engineering, PLLC (URDA) is pleased to be given the opportunity to submit this contract to you to provide part time engineering services to assist the Town of Chenango (Town). I, Alexander N. Urda, registered Professional Engineer in the State of New York, of Urda Engineering, PLLC propose to furnish services as URDA for the Town of Chenango on a fixed fee basis, plus reimbursable expenses, as well as out of scope reimbursable services at our hourly rates similar to our 2021 contract. Note: The fee reflects a 2% increase from 2021 based on evaluation of 2021 hours-to-date and projected workload for 2022. There is no change to the annual budgeted base amount for engineering as this increase fits within my 2022 Town budget.

SCOPE OF SERVICES

Based on our discussions and review of our 2021 duties as URDA for the Town of Chenango, it is my understanding that you are requesting engineering services for completion of the following scope of services:

PART 1 – ENGINEERING SERVICES

The following is a general listing of Professional Engineering services provided within the annual base fee, unless otherwise noted, and is not all inclusive.

A. General Services

1. Coordination with and assistance to the Town departments (Water Department, Highway Department, Public Works, Town Clerk, Town Attorney, etc.)
2. General storm drainage investigations including reporting, field observations, and general recommendations at request of highway superintendent.
3. Assist department heads with meetings with residents regarding complaint reports (water system, sanitary sewer system, storm sewer system, etc.).
4. Maintain table and graphs of water system master meter readings.
5. Capital project planning assistance with department heads.
6. Review of Broome County Highway maps (map updates, project planning, etc.) and NYSDOT highway and bridge reports. Interface with responsible parties on road projects and Town impacts and integration.
7. Attend meetings as directed by the Town Board. Anticipated are:
 - a. BMTS
 - b. BC Flood Task Force
 - c. TMDL program
 - d. Hazard mitigation with county

B. Planning Board and Zoning Board of Appeals

1. Case Reviews

6. Comprehensive Plan meetings separate from regular Planning Board meetings.
7. Major project site plan reviews which have had 'review fees' established (ex. MS4 SWPPP review, etc.).
8. Mapping and sketches, short EAFs for grant applications.
9. Draft sketches and descriptions for easements.
10. Major subdivision reviews to include Planning Board Review, Construction Inspections, approval and acceptance letters, SEQR reviews, MS4 SWPPP reviews, etc., when "review fees" have been established.
11. Code compliance reviews: building/parcel inspection for unsafe/condemnation conditions and letter report.
12. Legal Issues/Legal Case professional support.
13. Other items for reimbursement established between the Town and URDA for review of capital work projects designed by other consultants or engineers, special projects, i.e. preliminary designs, SPDES, preliminary applications, audit and control reports, and similar type development work.
14. Completion of detailed project plans, specifications, bidding documents, and bidding assistance for Town projects in which the estimated project dollar value dictates that the project requires competitive bidding in accordance with the Municipal Law of the State of New York.
15. Flood grant paperwork, project estimating and sketches, filings, coordination, and meeting attendance, including NY Rising program support.
16. Travel and expenses (mileage for Part 1.E listed items, printing, postage, contracted services, etc.).

PART 2 – TOWN RESPONSIBILITIES

A. Provided by the Town

It is requested that the Town continue to provide and regularly update several documents for URDA to assist with Engineer for the Town duties.

1. Municipal Code for the Town of Chenango (electronically)
2. Chapter 73 – Zoning (electronically)
3. Town's Comprehensive Plan
4. NY State supplements (hard copy) to the 2020 New York State Building Code (as adopted by New York State and any updates).

Also, as noted in the request for proposals, Professional Liability Insurance for Town project work will be covered by the Town

COMPENSATION

URDA anticipates completion of the Scope of Services for the following fees.

<u>Scope Item</u>	<u>Fee</u>
Part 1 –ENGINEERING SERVICES	
A. General Services	
B. Planning Board and Zoning Board of Appeals	
C. Town Board	
D. Town Mapping	
PART 1, A, B, C, and D	Fixed Fee plus reimbursable expenses \$34,578.00
E. Reimbursable Services – At hourly rates and expense rates listed below unless otherwise negotiated.	

Additional engineering services not set forth within the Scope of Services of this agreement are excluded from URDA's services. However, they may be requested and this agreement amended by written request from the Town, accepted and signed by both the Town and URDA.

The Town will be billed monthly at the end of each month. The amount will be based on the fixed fee amount of \$33,900 spread evenly over twelve (12) months (\$2,825.00), plus reimbursable expenses and service. Invoices are due upon receipt and are considered past due thirty (30) calendar days after the postmarked date.

Past due accounts will result in stoppage of work until the account is made current. Project documents may be withheld or withdrawn if there is a past due balance. Amounts past due thirty (30) calendar days after the postmarked date of invoice shall bear interest at 1.5 percent per month. The Town shall pay URDA for all expenses, including reasonable attorney's fees, incurred in collecting any past due payments and interest thereon.

LIMIT OF LIABILITY: URDA's liability for claims arising from this agreement related to the negligent acts of URDA shall be limited to the limits set forth in the INSURANCE and INDEMNIFICATION section

WAIVER: The Town and URDA mutually agree to waive all claims of consequential damages arising from disputes, claims, or other matters relating to this agreement.

GOVERNING LAW; JURISDICTION; VENUE: This Agreement, including without limitation, any disputes arising out of or relating to this Agreement, shall be governed by the laws of the State of New York, without regard to its conflict of law provisions. Engineer and Town hereby submit to the exclusive jurisdiction of the state and federal courts located in the County of Broome, State of New York with respect to any legal proceedings arising out of this Agreement.

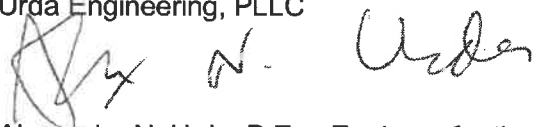
SEVERABILITY: If any provision of this Agreement is ruled invalid in an arbitral or judicial proceeding, such finding shall not affect the validity of any other provision or this Agreement as a whole, which shall remain in full force and effect.

This proposal represents the entire understanding between the Town and URDA with respect to this contract for engineering services and may only be modified in writing signed by both parties.

I trust that I have accurately responded to your request. Please feel free to contact me if you have any questions or concerns. This proposal will become contractual by signing in the Town signature area. Please have the Town Clerk forward to my office a copy of this document signed, and a copy of the resolution accepting this agreement.

I appreciate the opportunity to continue to provide my services to the Town of Chenango as Engineer for the Town. Thank you for considering Urda Engineering, PLLC.

Sincerely,
Urda Engineering, PLLC



Alexander N. Urda, P.E. – Engineer for the Town
Owner/Professional Engineer

cc: Town Board
Town Clerk

TOWN SIGNATURE/ACCEPTED BY:

(Signature)

Jo Anne Klenovic, Supervisor

(Printed Name, Title) (Date)

RESOLUTION NO.

RESOLUTION AUTHORIZING ATTENDANCE AT THE ASSOCIATION OF TOWNS 2022 ANNUAL MEETING & TRAINING SCHOOL

The Town Board of the Town of Chenango, duly convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. RESOLVED, that the following named Town employees and officials are hereby authorized to attend the Association of Towns 2022 Annual Meeting & Training School from February 20-23, 2022.

Supervisor – Jo Anne Klenovic

Members of the Town Board - None

Department Heads - TBD

Chairperson or Designated Delegate of the Planning Board – None

Chairperson or Designated Delegate of the Zoning Board – None

Any other Officers given permission by the Board;

- Alex Urda, Engineering

and it is further

SECTION 2. RESOLVED, that all expenses incurred in connection with the attendance at said meeting shall be paid by the Town of Chenango after presentation of detailed voucher and audit thereof; and, it is further

SECTION 3. RESOLVED, that Jo Anne Klenovic is hereby appointed the 2022 delegate to the meeting to represent the Town of Chenango; and, it is further

SECTION 4. RESOLVED, that [REDACTED] is hereby appointed the 2022 Deputy Delegate to the convention to represent the Town of Chenango; and, it is further

SECTION 5. RESOLVED, that this Resolution shall take effect immediately.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

MacLeod, Amy

From: Bonnie Becker <bbecker@nytowns.org>
Sent: Thursday, December 30, 2021 12:33 PM
To: Klenovic, Jo Anne
Subject: RE: 2022 Conference Info

Supervisor:

Wishing you a very happy and healthy New Year. Thanks for your comments and concerns about the annual meeting. We value and appreciate your feedback. We are closely monitoring the health and safety issues and we are reviewing the matter daily and will report back to all of our members by mid-January to see if there are updates to our plans in moving ahead with the conference.

As with all our training schools there is a cancellation deadline which is 10 days prior to the event, so it would be February 10.

I would assign your delegate(s) since the business meeting will happen whether in person or by zoom.

Gerald K. Geist
Executive Director
Association of Towns
150 State Street
Albany, New York 12207
(518)465-7933

From: Klenovic, Jo Anne <supervisor@townofchenango.com>
Sent: Thursday, December 30, 2021 9:34 AM
To: Bonnie Becker <bbecker@nytowns.org>
Cc: MacLeod, Amy <payroll@townofchenango.com>
Subject: 2022 Conference Info

Hello Bonnie

The Town of Chenango Board has concerns about traveling to the convention in February with the lingering COVID effects and statistics. Can you answer a couple questions or direct me to someone in another department?

Is there any consideration to a virtual opportunity to view the courses?

If no one from Chenango goes to the convention, do we loose our vote(s)?

If we register to attend, what is currently the final date to withdraw?

Do you still need a resolution passed with or without Town personnel attending?

I know this is a fluid and difficult situation but we are hoping for a virtual schedule as a backup. We also share the expense of bus with 10 municipalities and that itself is causing concerns making transportation an issue when it's normally not.

I'd appreciate any help you can offer.

Thank you!

Jo Anne

RESOLUTION NO.

RESOLUTION AUTHORIZING EMPLOYEES TO ATTEND TRAINING SESSIONS

The Town Board of the Town of Chenango, duly convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, this Board desires to establish a uniform procedure for authorizing employees to attend training sessions in 2022 without prior Town Board approval; now therefore, it is hereby

SECTION 2. RESOLVED, that employees are hereby authorized to travel to and attend training sessions at the town's expense providing that attendance at the training session is recommended by the Department Head and the Supervisor of the Town of Chenango, who certify that the subject of the training session is relevant to the employee's position and will enhance the employees on the job performance and it is the expressed intention of the Board that attendance not exceed current budget line items; and it is further

SECTION 3. RESOLVED, that the Department Head will document the completed course work, reimbursement and any accreditation that applies on behalf of that employee.

SECTION 4. RESOLVED, that this Resolution shall take effect January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

RESOLUTION NO.

**RESOLUTION AUTHORIZING EXPENDITURES BY
THE HIGHWAY SUPERINTENDENT WITHOUT PRIOR APPROVAL**

The Town Board of the Town of Chenango, duly convened in Regular Session January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, Section 142 (1) (a) of the Highway Law authorizes the Town Board to adopt a resolution permitting the Highway Superintendent to purchase equipment, tools, and implements without prior approval of the Town Board in an amount to be fixed by it, from time to time; now, therefore, it is hereby

SECTION 2. RESOLVED, that the Highway Superintendent is hereby authorized to spend for equipment tools and implements, a total of \$10,000 in the year 2022 without prior approval of this Board and, it is further

SECTION 3. RESOLVED, that this Resolution shall take effect January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

RESOLUTION NO.

**RESOLUTION AUTHORIZING HIGHWAY LAW § 284
AGREEMENT TO SPEND TOWN HIGHWAY FUNDS**

The Town Board of the Town of Chenango, duly convened in Regular Session January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, the Town Board and the Superintendent of Highways are required by Highway Law § 284 to enter into a written agreement stating the general manner in which the Highway Fund appropriations for repairs and improvements are to be expended; and

WHEREAS, in conjunction with the estimate submitted by the Highway Superintendent, the Highway Superintendent has submitted a proposed Highway Law § 284 Agreement to spend Town Highway Funds; and

WHEREAS, the Highway Superintendent has prepared an Agreement to spend Town Highway Funds for the fiscal year commencing January 5, 2022, for general repairs and primary work, and permanent improvements subject to limitations set by NYS Capital Highway Improvement Program (CHIPS) funding; now, therefore, it is

SECTION 2. RESOLVED, that the Town Board hereby approves said Agreement and authorizes the Supervisor to execute same effective January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

TOWN OF CHENANGO PROPOSED 2022 AGREEMENT
REPAIR AND IMPROVEMENT OF TOWN HIGHWAYS

Road Reconstruction and Repair contingent upon receipt of 2022 CHIPS Funds

Proposed road projects:

Stever Dr .31 miles	from River Rd to Charmel Dr 4881 sq. yds.	\$29,447.20
Charmel Dr .16 miles	from cul de sac to cul de sac 2300 sq. yds.	\$13,876.77
Maple Ave .11 miles	from River Rd to Badger Dr 1407 sq. yds.	\$ 8,488.49
Matthews Dr .24 miles	from Patch Rd to Mary Dr 4195 sq. yds.	\$25,308.60
Matthews Ct .07 miles	from Matthew Dr to Cul de Sac 1191 sq. yds.	\$ 7,185.30
Mary Dr .21 miles	from Matthew Dr to Matthew Dr 3920 sq. yds.	\$23,649.50
Total road miles	1.10 miles of asphalt roads @ 1.5" of blacktop @ 2022 estimated prices	

Total Proposed road projects \$107,955.86

Oil and Stone Maintenance/General Repairs

Aitchison Rd	.67 miles	\$15,375.50
Broad Acres Dr	.19 miles	\$ 4,246.26
Dorman Rd	1.64 miles	\$36,974.80
Sky View Ln	.30 miles	\$ 6,597.20
Willis Rd	1.01 miles	\$21,965.10
Total Road miles	3.81 miles	

Total Proposed oil & stone projects \$85,158.86

The sum total of proposed capital improvement projects for the year 2022 is: **\$193,114.72**

This represents the current 2022 Town of Chenango for Repair and Improvements of Town Highways. The Town of Chenango Highway Superintendent is authorized to proceed with the implementation of this plan but cannot exceed the spending categories outlined above without prior approval by the Town of Chenango Town Board to amend this agreement.

Agreement for the Expenditure of Highway Moneys

AGREEMENT between the Town Highway Superintendent of the Town of Chenango ,
_____ County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$ 85,000 shall be set aside to be expended for primary work and general repairs upon 67 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On the road commencing at See attached list and leading to _____, a distance of 4.91 miles, there shall be expended not over the sum of \$ _____.

Type _____

Width of traveled surface _____

Thickness _____

Subbase _____

(b) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type _____

Width of traveled surface _____

Thickness _____

Subbase _____

Executed in duplicate this _____ day of _____, 2

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

County Superintendent of Highways

Town Superintendent of Highways

Note: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE HIGHWAY SUPERINTENDENT
TO PURCHASE OR RENT EQUIPMENT**

The Town Board of the Town of Chenango, duly convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, from time to time in cases of emergency and occasions when additional equipment is required, and the Highway Superintendent finds it necessary to purchase or rent equipment, and

WHEREAS, this Board desires to authorize the Highway Superintendent to purchase or rent when needed, now therefore, it is hereby

SECTION 2. RESOLVED, that the Highway Superintendent is hereby authorized to purchase or rent equipment, in cases of emergency and when projects require, and, it is further

SECTION 3. RESOLVED, this Resolution shall take effect January 1, 2022.

Offered by:

Seconded by:

Roll Call:

Absent:

Ayes:

Nays:

Carried:

RESOLUTION NO. _____

RESOLUTION ESTABLISHING CURRENT RATES FOR
OPENING AND CLOSING OF CEMETERY LOTS

The Town Board of the Town of Chenango, duly convened in Work Session,
January 5, 2022 does hereby RESOLVE as follows:

SECTION 1. WHEREAS, the Town Board has reviewed the current cemetery rates for opening and closing of graves, and recommends the same be adjusted due to cost increases from the Town's vendor by \$25.00, now therefore, it is hereby

SECTION 2. RESOLVED, that the following rates shall take effect immediately for the **opening and closing** of cemetery graves at Kattelville Cemetery and Maple Grove Cemetery: weekdays \$525.00 dollars / Saturdays \$725.00 dollars / Sundays & Holidays \$825.00, and it is further

SECTION 3. RESOLVED, that the following rates will prevail for **Cremation Burials** at Kattelville Cemetery and Maple Grove Cemetery: weekdays \$225.00 dollars / Saturdays \$315.00 / Sundays & Holidays \$425.00 and it is further

SECTION 4. RESOLVED, this Resolution shall take effect January 1, 2022.

OFFERED BY:

SECONDED BY:

Jo Anne Klenovic, Supervisor _____
Frank Carl, Councilperson _____
Gene Hulbert, Jr., Councilperson _____
Jim DiMascio, Councilperson _____

Town of Chenango Seal

Dated: January 5, 2022

Lizanne Tiesi-Korinek
Town Clerk, Town of Chenango

MEMORANDUM

TOWN OF CHENANGO NEW PRICES EFFECTIVE JANUARY 1, 2022

Maple Grove cemetery:

Plots for sale \$500.00 each

Opening & Closings:

Weekdays \$525.00

Saturdays \$725.00

Sundays & Holidays \$825.00

Kattelville Cemetery:

Opening & Closings:

Weekdays \$525.00

Saturdays \$725.00

Sundays & Holidays \$825.00

Cremation Burials:

Weekdays \$225.00

Saturdays \$315.00

Sundays & Holidays \$425.00

Opening of grave sites during the winter season shall be optional depending upon weather and conditions and there may be an additional charge.

- Grave liners are required but not for cremations
- The \$35.00 fee for perpetual care and the \$5.00 fee for vandalism are not required by the Town of Chenango

Any questions please contact Seth Messina at:

Office: (607) 648-4809 Ext.9 Cell: (607) 765-4826

Email to parks@townofchenango.com

RESOLUTION NO. _____

RESOLUTION APPROVING FIREMAN APPLICATION

The Town Board of the Town of Chenango, **duly** convened in Regular Session, January 5, 2022, does hereby RESOLVE as follows:

SECTION 1. WHEREAS, the Chenango Bridge Fire Company has proposed the following membership of **Mary Foster** from Chenango Bridge Fire Company, and

WHEREAS, the required application has been received, and

WHEREAS, this **Board** has carefully considered this application, now therefore, it is hereby

SECTION 2. RESOLVED, that **Mary Foster** is hereby approved as a member of the Chenango Bridge Fire Company, effective immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this day of November, 2021. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____
Councilperson Gene Hulbert Jr. _____
Councilperson Frank Carl _____
Councilperson Jim DiMascio _____

Town of Chenango Seal

Dated: January 5, 2022

Lizanne Tiesi-Korinek, Town Clerk
Town of Chenango

TO BE DISCUSSED AT A FUTURE MEETING DATE

- PDD-R Zoning – February 2022
- ARPA Funds/Uses 2022
- Random Employee Drug Testing
- Maplewood/Applewood Well Update –G Burden
- USPO in Castle Creek Update – J Klenovic
- Attracting, Training and Retaining Planning Board, Zoning Board of Appeals and Board of Assessment Review Members and Updating Terms

OPEN FORUM

Guests shall speak in an orderly fashion. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

MEETING and PUBLIC HEARING REMINDERS

- Wednesday January 12, 2022 – Work Session
 - a) Community Room Renovation
 - b) Staff Ethics Training
 - c) PWD Mini Bids

FOR YOUR INFORMATION – From the Supervisor

None

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/81418130730?pwd=ZDhsNGdHZzkrS1h4d01VVVJnZkpBZz09>

Meeting ID: 814 1813 0730

Passcode: 253085

One tap mobile

+16465588656,,81418130730#,,, *253085# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 814 1813 0730

Passcode: 253085